

OFFICE OF TRAINING

NOTICE
NO. 11-65


6 October 1965

SUBJECT: Foreign Language Testing

1. To update Agency records with respect to foreign language skills of Office of Training Careerists, language tests will be given to all who claim a proficiency and who have not been tested since 1 Januage 1963. Although the program is designed for completion by 30 June 1966, testing dates have yet to be established. Employees will be tested in any or all of the skill factors of reading comprehension, writing ability, and speaking (pronunciation, conversational ability, and oral comprehension) in which a proficiency is claimed.

2. Procedures for testing will be based upon information received from each Training Careerist as called for in the attached form. Whether or not the Careerist claims a proficiency in a foreign language, he is expected to complete the form and return it through administrative channels to the Chief of Registrar Staff by 1 November 1965. Employees to be tested will be advised when and where they are to report for testing.

25X1A


MATTHEW BAIRD
Director of Training

Attachment - 1 asa

Distribution: All employees(OTR)